

INSTRUCTIONS FOR PREPARING DA FORM 2173 or
CAL ARNG Provisional Form 2173

UNIT COMMANDER:

- () a. Address "FROM" your unit "THRU" channels "TO" Chief, National Guard Bureau.
- () b. Items 1 through 4 pertain to person being investigated and are considered self-explanatory.
- () c. Item 5 is the date and place where injury was incurred or disease manifested itself.

SECTION 1 - ATTENDING PHYSICIAN OR HOSPITAL REGISTRAR

- () a. This section should be completed by the physician who FIRST treated the member or appropriate hospital registrar from information in medical/hospital records.
- () b. Item 6 is used to indicate status of individual at the medical treatment facility.
- () c. Item 7 identifies the name and address of the physician or hospital.
- () d. Items 8 and 9 are used to reflect the actual hour and date the member was admitted and examined by the medical facility preparing this form.
- () e. Item 10 is used to enter the medical diagnosis. The diagnosis shall be as complete and explicit as the available knowledge permits. Vague and general expressions such as "possible" or "probable" will be avoided.
- () f. Item 11 is used to record medical opinion of physician. Physician will indicate if condition existed prior to service (EPTS) or was aggravated by training.
- () g. Item 12 is used to determine the need for a formal or informal investigation. Number of days disabled will be indicated when "temporary" is checked.
- () h. Items 13 and 14 blood alcohol "result" will be expressed as milligrams per cubic centimeter of whole blood and copy of test will be furnished as an inclosure.
- () i. Item 15 enter as complete a description of the alleged circumstances as possible, based on the information available at the time of first treatment.
- () j. Items 16 through 18 identify the date the form was completed and the person preparing this form. Signature is required.

SECTION II - THE COMMANDING OFFICER OR UNIT ADVISER

- () a. Item 19 pertains to actual status of the individual. Unless a member is on an authorized pass or is AWOL, he is present for duty. If absent, give times and dates of absence in item 20 and complete item 21 if appropriate.
- () b. Item 22 will indicate the type of duty being performed. During the period of inactive duty training (IDT), mark the "Inactive Duty Training" block; during periods of annual field training, mark the "Active Duty for Training" block. In ADDITION to marking the appropriate block, show the type of assembly (UTA, MUTA-4, etc.) and the section of United States Code governing the type of assembly (32USC 502-IDT; 32USC503-AT, etc.).
- () c. Item 23 is the proper period of training. The beginning and ending hours and dates of the entire training period as specified by the training directive will be shown (0800-9 Aug 86 - 1700-10 Aug 86, IDT; 0600-10 Jun 86 - 1700 24 Jun 86, AT; etc). Training beginning before 0600 hours or ending after 1700 hours will be explained in item 30.
- () d. Items 24 through 29 will be completed when injury, disease or death occurs enroute to or from duty. A map of route of travel and a copy of training schedule or orders will be included. When DA Form 2173 is used a separate report will be attached.
- () e. Item 30 is a record of the circumstances based on the unit commander's investigation. It will be complete and concise. DO NOT say "see item 15." Item 15 contains only alleged circumstances as reported to the medical officer when he first saw the patient. Relate what, when, where, how and to whom it happened. If there were no witnesses this will be noted in item 30.
- () f. Item 31 is self-explanatory.
- () g. Item 32 is used to record the findings of the unit commander.
- () h. Items 33 through 35 identify the date and the unit commander preparing this form. Commanders signature is required.